

MCA LIAISON COMMITTEE MEETING

June 23, 2005

Meeting held in Helena - ISD Conference Room

Donna Taylor	Oftedal	Pat Bibeau	Storm Water Construction
Marny Harrison	Century	Kim Lapke	Lapke Construction
Sue Platis	Highway Specialties	Ted Burch	FHWA
Katie Trotter	Poteet Construction	Leslie Wootan	MDT DBE Program
Wade Sellers	United Rentals-Alpine	Rebecca Johnson	MDT DBE - SS Program
Steve Baeth	JTL Group Belgrade	Elaine Arterburn	MDT DBE - SS Program

In attendance were **Donna Taylor** – EH Oftedal, **Marny Harrison** – Century (via telephone), **Sue Platis** - Highway Specialties, **Wade Sellers** – United Rentals-Alpine, **Steve Baeth**, JTL Group-Belgrade, **Leslie Wootan**, DBE Program Manager, **Rebecca Johnson**, DBE Supportive Services Manager, **Elaine Arterburn** - DBE Supportive Services, **Vicky Koch** – Civil Rights Bureau. Hereafter referenced by first name in this document.

1. Welcome

Rebecca Johnson opened the meeting at 10:30 am.

2. Review and approve last month's meeting minutes

Meeting minutes of April 28, 2005 were approved with modification:

5 - Line Item Prices for Subcontractors - Recommendations, third bullet should read:

“Subs to call the DBE Supportive Services for line item price information for subs – this information is available through the Civil Rights Bureau **after sub contract is received.**”

7 - Rebecca provided clarification. Rebecca is working with Russ McDonald and Mick Johnson on a Blackfeet reservation contractor orientation workshop. A TERO conference is being considered but nothing formal has been determined.

3. Review Action Items - See spreadsheet

4. Newsletter Article

EEO Submission & Special Fuel User Permit

5. Independent Contractor Panel Discussion - June 23, 2005

Rebecca asked the committee for issues or concerns to be brought to the IC Panel for discussion.

Marny suggested that a representative from MCCF should attend or be part of the panel. Rebecca extended an invitation to MCCF with no response. Until MCCF authorizes a change IC's need to know they must have workers comp. Need to educate the primes and subs of IC risks.

6. DBE Goal Methodology

Leslie stated the goal methodology should be published August 1, 2005 and she will provide a copy to the committee for their comments. June payment information is due July 15th.

Leslie further noted Audrey Hinman, DOA ITSD AISB will help to develop an on-line system to assist contractors to enter payments on-line.

7. Erosion Control - Any Issues?

Erosion Control is becoming more difficult to bid as the estimates vary considerably from the actuals. Temporary Erosion Control:

- Can it be sub'd out?
- Can the primes perform this work?
- Are the numbers of units listed way off?

The committee members agreed that Erosion Control is a difficult line item to bid. It is very difficult for subs to move in and out unless they are on the project full time thereby the prime performs that work. Erosion Control is used more on federal highway projects.

8. Bid Express - How it will affect the DBE companies?

Marny asked if a bid bond or blanket bid bond monthly fees are required to use this format? Rebecca responded Contract Plans would be using both systems – bid express and bid expedite software for now.

Discussion Concerns:

- If you don't use it you won't have to pay the fee.
- If you don't keep the fees constant, you may have go through the initial set up again.
- Some contractors want to use bid express in more than one state.

Outcome:

One contractor/company and one fee for each digital ID provided.

9. New Business

- Rebecca asked if there was a good balance of DBE and Non-DBE members on the committee. Currently there are five non-DBE and three DBE contractors on the committee. The members suggested recruiting at least two more DBEs.
- A letter will be sent to DEQ requesting that MDT be notified if an inspector is going out to a project site. DEQ is issuing fines at the point of inspection – need to keep MDT projects in compliance.
- Rebecca is working with MCA on training ideas for fall/winter months. Steve offered his service for plans reading if needed. Need to make sure dates do not conflict with MCA and MDT's annual meetings – January & February. In addition, publish that is open to all contractors not just MCA members.

Next meeting will be August 25, 2005 – 3RD Floor Conference Room or Auditorium.

10. Adjourn

Meeting was adjourned at 11:50 AM.

ACTION ITEM LOG				
Action Item	Responsibility	Status	Date Assigned	Date Completed
7. Check with the insurance commission for more agent listings.	Rebecca	Open – 6/23/05 - Rebecca received a list from insurance companies but the list does not clearly state what work field each company represents; therefore, the list does not appear to be very useful. We do have major insurance companies available: State Fund, Liberty Financial, Payne Financial, and Cogswell.	10/29/04	6/23/05
12. Subcontractor Feedback System	Rebecca Sue	6/23/05 - Rebecca spoke with Robert Cash about a feedback system to provide DBE Supportive Services input. Robert suggested the use of a Q&A Forum on the DBE website. The Committee members liked the Q&A approach. Rebecca will write an article for the DBE Newsletter. Sue will provide a sample format for the committees review.	1/27/05	
14. Contract Plans acceptance of Blanket Bid Bonds?	Elaine	6/23/05 - Elaine reported that Contract Plans is in the process of addressing Blanket Bid Bonds.	4/28/05	6/23/05
15. Special Fuel User Permit – DBE newsletter article	Rebecca/Elaine	6/23/05 - Rebecca will write an article for the DBE July newsletter and MCA's newsletter.	4/28/05	6/23/05
16. Committee members to provide information for DBE newsletter article re: line item price information.	Committee Members	6/23/05 – The Committee members felt line item prices were confidential until after the project is awarded - 10 days after the bid letting. It was suggested the subs look at previous projects (history) for trends in bidding and to look at the entire package e.g., fuel prices, wage rates, bonding, insurance, mobilization, etc. Rebecca will provide write-up in DBE newsletter on what primes are faced with after they are notified as low bidder.	4/28/05	6/23/05



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